

**CITY OF LINCOLN
RULES AND REGULATIONS
FOR
LIVING WAGE ORDINANCE**

The City of Lincoln's Living Wage Ordinance provides that employers under contract for the furnishing of services to or for the City and involving expenditures equal to or greater than \$25,000 per 12-month period, (unless otherwise exempted) shall comply with all provisions of the Ordinance.

As such, the contractor agrees:

1. To ensure all employees of service contractors who must comply with the Ordinance will be paid no less than 100% of the federal poverty level for a family of four if they receive employer-provided health care benefits or 110% of the federal poverty level for a family of four if they do not receive employer-provided health care benefits. The Base Wage Rate shall be adjusted on July 1 of each year as indexed to the annual updates of the federal poverty level by the United States Department of Commerce, Bureau of Census.

Changes to the Base Wage Rate shall be listed on the City of Lincoln, Purchasing Division's web site.

2. To inform appropriate employees of their possible rights to Federal Earned Income Tax Credit (EITC) and make available the IRS Form and instructions (W-5) required to secure advance EITC payments from the employer.

Such forms shall be in English, Spanish and other languages spoken by at least 25% of employees and shall be provided within 30 days of employment.

3. To require subcontractors to comply with the Ordinance and to include the requirements in any contract or other agreements.

Copies of contracts or other agreements with subcontractors shall be submitted to the Finance Department.

4. To maintain payroll for all employees and basic records relating thereto and keep records for a period of three years after termination of the employer's contract with the City.
5. To provide written notification to each current and new employee at the time of hire of his/her rights under the provisions of this Ordinance.

The notification shall be in English, Spanish or other language spoken by at least 25% of employees.

A copy of the notice shall be posted prominently in communal areas of the work site, and a copy of the notice shall be forwarded to the City Finance Department within 30 days of entering into a contract subject to the provisions of the Ordinance.

6. To permit authorized city employees to access work sites and relevant payroll records, upon request, during the term of the contract.

Such access shall allow inspection and/or copying of company records.

7. To furnish to the City Finance Department, upon request, a true and correct copy of any and all payroll records of any and all employees who are employed under the contract, either by the contractor or any and all subcontractors.

Such records shall show the number of hours worked by each covered worker employed under contract, hourly pay for such worker, any deductions made from pay and the net amount of pay received by each employee.

8. To not retaliate against any employee claiming noncompliance with the provisions of the Ordinance and to comply with federal law prohibiting retaliation for union organizing.

9. Every bidder, proposer or applicant who has been deemed noncompliant with these rules and regulations or who disputes the determination of applicability to its business operation has the right to file an appeal with the Finance Director. If a service contractor is deemed noncompliant, they must file a written appeal with the Finance Department Director within 21 calendar days of receiving the written notice of noncompliance. Within 14 calendar days the Finance Director shall hold a hearing or forward the appeal to the City Council as appropriate.

Should a bidder, proposer or applicant disagree with the Finance Director's determination, said person can appeal the decision directly to the City Council.